

LYMAN-DAYTON FIRE COMMISSION (FC)

Minutes of Meeting – 02/06/13

Location: Dayton Town Hall - called to order at 6:30 p.m.

Present – Fire Commissioners: Ray Demers, Amos Gay, Don Hernon, Jim Roberts, Wendell Smith, Jim Sotir; Fire Chief Rod Hooper; Deputy Fire Chief Chad Johnston; Dayton/Fire Department Treasurer Angela Cushman, Ann Paquette, Clerk

Handouts

- Revised 1/23/13 and 1/31/13 Minutes
- Draft of FCC 2012 Annual Report
- Draft Proposed Per-Diem Program

FC Votes Taken/Results – After discussion FC members **voted** as follows:

- **Approved**
 - Budget handout to be reformatted for ease of translation
 - Phase I - Per Diem Program for 24-hour station coverage
 - Designate \$52k in proposed budget for Capital Improvement
 - Recategorize equipment, facilities and contingency items as one line item for Capital Projects
 - Combine full-time and part-time wages into one line item on budget
 - Regulation #1108 – Fire Rescue Annual Service Awards program will be used as a guideline for upcoming recognition ceremony
 - Cost for service awards (\$700) approved

Action To Be Taken – After discussion, FC members agreed on the following:

- **Fire Chief** will provide list of capital project ideas at next meeting
- **Fire Chief** will provide further information on lease program for defibrillators at future meeting
- **FC** to consult with Town Charter regarding criteria to meet Capital Improvement Projects.
- **FC** to compare ambulance run profits in previous years

Budget – both sides of budget examined: Personnel / Operations.

PERSONNEL: The wage increase in proposed budget due to vacation time, step increases, increased incident hours, holiday incentive and new staff members. It was agreed that the full-time and part-time wages would be combined as one line item in the budget.

The Committee approved recommending Phase I of the proposed **Per Diem Program** by a 3 (for) – 2 (against) vote, giving the station an opportunity for 24-hour coverage, if approved and funded by the Town voters. This program is intended to further reduce missed calls and increase the level of service

provided to the community. Phase II, which would increase the amount of coverage per shift, was tabled.

The proposed \$2 per hour **holiday incentive** (July 4th, Thanksgiving, Christmas, New Year's Day) was suggested as a positive approach to encourage station coverage on major holidays, which has been consistently difficult to cover in previous years. No vote was taken.

Taking advantage of the **insurance buy-out program** would save the town about \$10,000 annually. No vote was taken.

CAPITAL IMPROVEMENT: Funds within a CD (\$117,000) as well as the \$43,000 (part of the Goodwin's Mills corporate account) will affect the **Capital Improvement budget** based on how it will be allocated for use.

A **7-year phase-in program** for the purchase of 2 trucks and 1 ambulance was discussed as a proposed option for financing multiple vehicles, rather than purchasing needed vehicles every few years. This program would be incorporated with a **life-cycle plan** for each vehicle for clearer target dates on replacement.

A more disciplined approach to **funding emergency vehicles** is needed. Currently, there is no protocol for disciplined allocations to this fund from the towns.

Treasurer will research this year's increase in **revenue from ambulance runs** and compare it to previous years to determine if a consistent revenue amount is likely from this source.

The \$52,000 proposed for fire truck replacement will remain in the proposed FY14 budget. However, the 3 separate line items (equipment, facilities, contingency) will be **combined as one line item under Capital Projects**. Fire Chief Hooper will draw up a list of projects that may qualify (i.e. new boiler, medical equipment, etc.). Criteria for meeting the guidelines for Capital Projects will be researched within the town charters.

Executive Session – 9:37 p.m. FC voted to go into Executive Session per 1MRSA 405(6) A, Personnel Matters. 9:47 p.m. FC voted to leave Executive Session; no votes taken; nothing to report.

Adjourned – Meeting adjourned at 9:48 p.m.

Next Regular Meeting- Thursday, February 21, 2013, 6:30 pm at Goodwin's Mills Fire Station.

Submitted, as recorded, this date of February 6, 2013, by FC Clerk, Ann Paquette.